



## *Training Workbook for Virginia Standards of Learning Web-based Assessments*



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## Exercise 1 – Student Data – Add Group

### A. Log in to the eMeasurement<sup>™</sup> Services System

1. Starting from the Virginia Homepage (<http://etest.pearson.com/customers/Virginia/index.htm>), you will see the following options:
  - *Virginia Standards of Learning Web-based Assessments (eSOL)*
  - *Virginia Grade Level Alternative Assessment (VGLA)*
  - *Virginia Field Tests (VFT)*
  - *Virginia Electronic Practice Assessment Tools (ePAT)* link.
2. Click on the *Virginia Standards of Learning Web-based Assessments (eSOL)* link to access the eSOL Homepage.
3. On the eSOL Homepage you will see the *eSOL Training Center* link and the *End-of-Course, Grade 8 Science, Content Specific History Assessment Center* link. For purposes of training and practicing, click on the *eSOL Training Center* link.
4. Click on the *Student Data* link.
5. Click on the *View or Maintain the Organizational Group Data* link.
6. Using the Login ID and Password that has been provided to you, log in to the *eSOL Training Center* (the Login ID is case sensitive). This Login ID and Password are only applicable to the *eSOL Training Center* site. You will be provided with a new authorization letter that pertains solely to the *eSOL Assessment Center* at a later date.

**Note: In the eSOL Assessment Center, the first time you log in to the system you must read the Test Security Guidelines, click on the check box indicating the guidelines have been read and click the *Accept* button (Figure 1). Once you have accepted the Test Security Guidelines, a printable page with an area for a signature will be presented. You may *Print* this page by clicking on the appropriate button at the bottom of the page (Figure 2).**

**Figure 1**

I acknowledge that I will have access to the Virginia Standards of Learning (SOL) Web-based Assessments for the purpose of administering the SOL assessments. I also acknowledge that I have read, understand, and agree to adhere to the Test Security Guidelines.

I understand that these tests are highly secure, and it is my professional responsibility to protect their security as follows:

1. I will not divulge the contents of the test to anyone.
2. I will not copy/print or take notes about any part of the test.
3. I will not allow access to the tests to any student or to any other person not so authorized by the School Test Coordinator.
4. I understand my user name and password are secure and must remain confidential.

A paper copy of this Test Security Agreement also appears in Appendix A of the Virginia SOL Web-based Assessments Division Director of Testing Agreement, School Test Coordinator Agreement, and Executive Agreement. Please be sure you copy and sign the Test Security Agreement and return it to your test administrator.

☐ Place a check in the box to indicate you have read the test above.

**Figure 2**

Signature: \_\_\_\_\_

Date: 10/22/04

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**The next screen will ask you to change your password. You must first type in the password as it appears on the authorization letter (6 digits). Then type in the password you wish to use for the *eSOL Assessment Center* in the next two fields. You will use this changed password every time you are prompted to log in to the system (Figure 3).**

**Figure 3**

First time users must change their password before proceeding. Enter your current password and the new password below. Click the OK button to continue.

Login ID: jrefin

Password:

New Password:

Confirm New Password:

### ***B. Add a Group to Your School's Organizational Hierarchy***

1. In the Organizational Hierarchy section click on the “+” in front of a school to expand to the subject level.

**Note: The hierarchy level that appears will depend on the level of user authorization that has been given to you. For purposes of training you have access to the division level.**

2. Click on a subject name. (Clicking on the subject name selects the level of the hierarchy; clicking on the “+” expands the level of the hierarchy. Notice when the subject is selected, the Selected Group Information section is populated in the upper right side of the screen. (The 3-digit number preceding the subject name is the code associated with that subject. A code assigned to any level in the Organizational Hierarchy will precede the name when presented in the hierarchy as well as in the drop-down menus.)
3. In the Add A New Group section:
  - Leave the New Group Type as “Group”.
  - Enter your last name and/or a section reference (i.e. Smith Block 1) in the New Group Name Field. **Note:** Group Name can be a maximum of 25 characters. Groups dictate how reports are generated.
  - Leave the New Group Code blank. This is an optional field.
4. Click the *Apply* button found at the bottom of the screen.
5. When the verification screen appears, click *OK*. You will notice your group has been added to the Organizational Hierarchy.

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## Exercise 2 – Student Data – Add Student

### A. Add Students to your Group

1. Click on the *Add Students* button found at the bottom of the screen.
2. Enter the required information and demographics for a fictional student. Unique ID is a field that is required by the system. This field must be unique throughout the entire *eSOL Training Center*. This field should be formatted as follows: DDD-NNNNNNNNNNNN(e.g., 770-123456789012). The DDD is your 3-digit division code followed by a “-” and the student number assigned to the particular student. The student number can be up to 12-digits. All non-asterisk fields are required by the system.
3. Click the *Add Student* button. Click *OK* on the verification screen.
4. Repeat steps 2 and 3 to add an additional fictional student to the roster.
5. Click the *Students* link on the black menu bar to return to the Student Data menu.

### B. View or Maintain an Existing Student Roster

1. From the Student Data menu, click on the *View or Maintain a Student Roster* link.
2. If necessary, choose the correct school and group from the drop-down menus at the top of the screen.
3. Click the *Add Student* button found at the bottom of the screen.
4. Enter the required information and demographics for a third fictional student. Remember to follow the Unique ID convention mentioned in Exercise 2-A.
5. Click the *Add Student* button. Click *OK* on the verification screen.
6. Click the *View Roster* button found at the top of the screen. All three fictional students that you have added will appear on the Student Roster.
7. Click on one of the students you just added. You can add or change demographic information as needed on the Edit Student screen. Change the grade for the student that you are viewing. Click the *Apply* button. When making revisions to a student in this manner, always click the *Apply* button after making your changes.

### C. Student Self-Registration

<b>Note: This is a quick, simple way to register up to 99 students at a time for a training test. See the appendix for steps for setting up a training session.</b>
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1. To quickly add generic students for training, click the *Setup Student Registration* button at the bottom of the Student Roster. This button is only active in the *eSOL Training Center*.
2. Enter 10 in the Number Of Students To Register field.
3. Click the *Create Registrations and Download PDF Report* button.
4. If this is the first time you have generated a PDF report during this administrative session, you will be prompted to log in again. Remember to use the changed password you typed in Exercise 1-A, not the password printed on your authorization letter.
5. Do not print the Student Registration letters. Close the Adobe Acrobat window by clicking the “X” in the upper right corner. (If the Generating Report window is still open, you may close this window as well by clicking the “X” in the upper right-hand corner of the window.)

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6. Your Student Roster should include the students you just hand-entered as well as the 10 “New Student” records that you created with the *Setup Student Registration* process.

#### **D. Move or Copy Students to Other Groups**

**Note:** This exercise requires that more than one group to exist within a division.

1. Click the *Move/Copy Students* button found at the bottom of the Student Roster.
2. Select the School from the School drop-down.
3. Select a group you wish to move a student to from the Group drop-down.
4. Click on one of the students.
5. Click the *Select* button.
6. Click the *Move* button. This functionality moves the selected student(s) to the school and group specified.
7. Click *OK* on the verification screen.
8. Click the *Back* button. Notice that the moved student no longer appears in the Student Roster.
9. In the Group drop-down, select the group to which you moved the student in the steps above. Notice that the student you moved appears in this Student Roster.
10. In the Group drop-down menu, select the group you originally created.

### **Exercise 3 – Session Management – Create Session**

#### **A. Create a Test Session**

1. From the Student Roster, click the *Create Session* button. The appropriate school and group should appear in the drop-down menus.
2. Select an administration from the Test Administration drop-down menu (Spring 2005 EOC Training Administration or Spring 2005 MS Training Administration).
3. Select a test from the Test to Be Administered drop-down menu (EOC Training or MS Training). Leave the Read-Aloud field set to “No”.
4. In the Session Name field enter the name of the session (e.g., “Smith Block 1” or “Jones Block 2”).
5. Enter information into each of the three scheduling fields. This information is for scheduling purposes only. You are not bound by the information entered into these fields.
6. In the Location/Room field, you may enter the location where the test session will be held (e.g., “Library Lab”).
7. Click the *Next* button.

#### **B. Assign Students to the Test Session**

1. You will see the students from the Student Roster in the Available Students section on the left.
2. Select 5 students to add to this session. Students are selected by clicking on the student name(s). Multiple students may be selected at one time by holding down the <Ctrl> key on your keyboard while you click the students’ names.

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3. Click the *Add* button after selecting the students. The selected students will move to the Students Assigned section on the right.
  4. Click the *Next* button to view the Session Roster for the test session that you created. Notice that all students are set to Main for the Form or Form Group field.
  5. Click on a student's name to view the Student Test Details screen. This is where accommodations, testing status, retest, recovery, and other test-specific information are entered.
  6. Click the *Back* button to return to the Session Roster.

### **C. Create and Assign Students to a Read-Aloud Session**

1. Click the *Sessions* link on the black menu bar at the top of the page.
2. Click the *Create a New Session* link.
3. Select "Yes" from the Read-Aloud drop-down menu.
4. Select a test from the Test to Be Administered drop-down menu (EOC Training, MS Training).
5. In the Session Name field enter the name of the session. It is recommended to include the words "Read-Aloud" in the session name (e.g., "Smith Block 1 Read-Aloud").
6. Click the *Next* button. Notice that the unassigned students from your Student Roster remain in the Available Students section on the left.
7. Select the remaining 5 students. Click the *Add* button. The selected students will move to the Students Assigned section on the right.
8. Click the *Next* button to view the Session Roster for the Read-aloud test session that you just created. Notice that all students in the session have the "Read Aloud" form group assigned.
9. Click the *Proctor Authorization* button to view the Proctor Authorization ticket. During live SOL testing, this ticket should be handled as a secure document. The ticket will not work until the test session has been started. Should the Examiner lose connection during testing, the test does NOT need to be resumed.
10. Click the *Back* button to return to the Session Roster.
11. Click the *Home* link on the black menu bar at the top of the page.

## **Exercise 4 – Session Management – View/Modify Session**

### **A. View Session List**

1. Starting from the Training Center homepage, click on the *Session Management* link.
2. Click the *View or Maintain an Existing Session* link.
3. Select the appropriate Test Administration.
4. Select the appropriate School.
5. Select the appropriate Test to be Administered.
6. Select "Not Started and Started" from the View Sessions With Status drop-down menu. The Session List containing all the test sessions created for this school will be displayed.

### **B. Modify Test Session**

1. Click on the original session you created (the non Read-Aloud test session). This will bring you to the Session Roster.

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2. Click the check box to the left of one student's name in the Remove column.
  3. Click the *Apply* button.
  4. When the verification screen appears, click *OK*. This will remove the student from your test session and make the student available to be added to another test session for the same subject if applicable.
  5. Click the *Move Students* button at the bottom of the roster.
  6. Click on the name of one of the students in the Select Students To Move section.
  7. Create a make-up test session on this screen by entering the information next to the *New* button. Be sure the session name includes the words "Make-Up".
  8. Click *New*. The selected student has now been placed in the make-up test session.
  9. Click the *Back* button at the bottom of the screen.
  10. Click the *Add Students* button at the bottom of the roster.
  11. The students from the School and Group fields shown at the top of the screen that haven't been assigned to a test session for this subject are shown on the left side under the Available Students field. Click on the student you previously **removed** and click *Add* to put the student back on the Session Roster.
  12. Click the *Next* button.
  13. Click the *List* button on the top of the screen.
  14. Click on the name of the make-up session you created to view the Session Roster. Notice the student you moved to this session appears on the roster.
  15. Click the *List* button again.
  16. Click the name of the original session you created.

<p><b>Note: Students in a Read-Aloud session may be moved to any existing session that is not stopped. Students in a non Read-Aloud session cannot be moved to a Read-Aloud session. When moving students from a Read-Aloud session into a new session created from the Move Students screen, the new session will automatically be considered a Read-Aloud session.</b></p>
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### **C. Print Test Tickets**

1. Click the *Get Authorizations* button to view the Student Authorization tickets.
2. Scroll through the tickets and write the student authorization information down for one of the students:

Login ID \_\_\_\_\_  
Password \_\_\_\_\_  
Test Code \_\_\_\_\_

3. Close the Student Authorization tickets PDF window by clicking on the "X" in the right corner.

### **D. Start the Test Session**

1. Click the *Start* button on the bottom right side of the Session Roster.
2. Click the *OK* button on the verification screen to confirm the request to start the test session.



- 
3. Click the *OK* button on the verification screen to verify the session has been started

### ***E. Find Test Sessions in Which a Student Belongs***

1. Click on the *Student* link on the black menu bar at the top of the screen.
2. Click on the *View or Maintain a Student Roster* link.
3. Click on a student's name from the Student Roster.
4. Click on the *Student Sessions* button at the bottom of the Edit Student screen. Notice that the list of test sessions to which the student has been assigned appears on the Student Session list.
5. Click on the *Session List* button at the bottom of the screen.
6. Click on the name of your started non Read-aloud test session.

## **Exercise 5 – Test Delivery and Session Monitoring**

### ***A. Take a Test***

1. PC users minimize the Session Roster and Session Management screens. Mac users window-shade the Session Roster and Session Management screens by clicking on the box in the upper right corner of the screen.
2. Double click on the TestNav™ icon found on your desktop.
3. When the emulated browser window appears, enter the following in the browser address field: <http://www7.etest.pearson.com/VASOLTRNG> and click *GO*.
4. Enter the student Login ID, Password, and Test Code written in Exercise 4-C. These fields are not case sensitive. Notice the reference to Training Test in the lower left corner of the login screen. This has been added to better help proctors understand when a student is trying to access a training test or an SOL test.
5. Click the *Login* button.
6. At this time, the trainer will demonstrate the following:
  - Navigating through a test.
  - Using the tools associated with the test.
  - Selecting an answer to a question.
  - Choosing items for future review.
  - Displaying a summary of items answered and not answered.
  - Exiting and submitting a test.
7. After becoming familiar with the navigation buttons and online tools, *Exit* the test.

### ***B. Monitor the Test Session***

1. PC users maximize the Session Roster and Session Management screens. Mac users click on the box in the upper right corner of the window-shaded Session Roster and Session Management screens to maximize. (If you are running Mac OS X, click on the green “+” button in the upper left corner of the window to maximize.)
2. Return to the Session Roster screen to view the test session you created.
3. Click the *Restore* button to refresh the Session Roster. (You may be returned to the Session List screen when clicking *Restore*. If this occurs, you will need to click on the name of the original test session you created.)

- 
4. Locate the student as whom you logged into TestNav. Note the student's Status is orange and reads "Exited".
  5. Click the *Resume* button next to the student's status. Notice the student's status is yellow and reads "Resume". If you now repeated steps 2-5 from Exercise 5A, you would return to within 2 items of where you left off. In addition, the status for the student would change back to green and read "Started".

### **C. Mark Test Complete and Assign Testing Status**

**Note: On occasion, it will be necessary to mark a test complete to account for students who did not take a test.**

1. On the Session Roster screen, locate one of the students who has a status of "Not Started".
2. Click on the Student Name to view the Student Test Details screen.
3. Click on the *Mark Test Complete* button at the bottom of the screen.
4. Enter "Student already passed test." In the pop-up window that is automatically displayed on the screen. This reason will be displayed on the Student Test Details screen in the Termination Reason field.
5. Select "09-Student has already passed this test" from the Testing Status drop-down menu.
6. Click the *Apply* button.
7. Click the *Back* button to return to the Session Roster.

### **D. Assign Alternate Form**

**Note: For "live" SOL testing, only a Division Director of Testing will have the authority to assign the alternate form after approval from the Virginia Department of Education.**

1. On the Session Roster screen, locate a student who shows a status of "Not Started."
2. Click on the Student Name to view the Student Test Details screen.
3. Select "Alternate" in the Assigned Form Group drop-down menu.
4. Click *Apply*.
5. Click *Back*. "Alternate" will appear in the Form or Form Group field on the Session Roster.

**Note: An alternate form may be assigned to every student in the test session by selecting "Alternate" from the Form Group Type drop-down available on the Session Roster.**

### **E. Assign Audio Form**

**Some students require the audio accommodation as specified in their IEPs, 504 management plans, or LEP SOL Participation Plans.**

1. On the Session Roster screen, locate one of the students who shows a status of "Not Started."

- 
2. Click on the Student Name to view the Student Test Details screen.
  3. Select “Audio” in the Assigned Form Group Type drop-down menu.
  4. Click *Apply*.
  5. Click *Back*. “Audio” will appear in the Form or Form Group field on the Session Roster.

**Note:** An audio form may be assigned to every student in the test session by selecting “Audio” from the Form Group Type drop-down available on the Session Roster.

## Exercise 6 – Reporting – View Reports

### A. View Reporting Menu

1. Click on the *Reporting* link on the black menu bar at the top of the screen.
2. Click on any of the links available to view a sample of a report. Because the training test is not scored, the actual reports cannot be generated. Please refer to Section 6.0 in the eMeasurement Services *User’s Guide for Virginia Standards of Learning Web-based Assessments* for instructions on requesting your reports in the *eSOL Assessment Center*.
3. Click the *Home* link on the black menu bar at the top of the screen.

## Exercise 7 – Resources

### A. View Resources Page

1. Click on the *Resources* link on the black menu bar at the top of the screen.
2. Click on any of the links available to view the resources available. A *Resources* link is available in each of the Assessment Centers (eSOL, VGLA, and VFT).
3. Click the *Home* link on the black menu bar at the top of the screen.

**Note:** The ESATT is only available under the VFT Resources page.

## Exercise 8 – Security – Modify/Create Users

**Note:** This Exercise is not included because creating additional users in the *eSOL Training Center* is not necessary. All users in the division can use the same generic Login ID (train<division number>) and Password (training) created for each division. When creating users in the *eSOL Assessment Center* please refer to Section 7.0 of the *User’s Guide for Virginia Standards of Learning Web-based Assessments* for “how to” directions and the *eSOL Web-based Testing Manual* for policy issues regarding rights in the system.

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## **Pearson Educational Measurement (PEM) Contact Information**



<http://etest.pearson.com>

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**Tracey Oehler, Sr. Project Manager for the eSOL Program and all ePAT Projects**  
**Lee Abel-Lenzen, Project Manager for the VGLA Program**



# Appendix

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## Steps for Administering the Training Test

In order to quickly get students registered to take the training test, you may follow these steps from the *eSOL Training Center* home page (<http://etest.pearson.com/customers/Virginia/vasoltrng/index.htm>).

### Add Generic Students to Training Center

- 1) Open your Internet browser and type the following URL to access the Virginia Homepage (<http://etest.pearson.com/customers/Virginia/vasoltrng/index.htm>).
- 2) Click on the *eSOL Training Center* link.
- 3) Click on the *Student Data* link.
- 4) Click on *View or Maintain the Organizational Group Data* on the menu that appears.
- 5) Enter your Login ID and Password when prompted.
- 6) Click on the "+" in front of a school in the Organizational Hierarchy section.
- 7) Click on the name of a subject. Notice when the subject is selected, the Add A New Group section appears on the bottom right side of the screen.
- 8) In the *New Group Name* field, enter the teacher name and section reference if necessary (i.e. Smith Section 1). **Note:** Group Name can be a maximum of 25 characters.
- 9) In the *New Group Code* field, enter c code associated with the group (i.e. course/section code).
- 10) Click the *Apply* button.
- 11) When the verification screen appears, click *OK*. You will notice your group has been added to the Organizational Hierarchy and is highlighted.
- 12) Click the *Setup Student Registration* button.
- 13) In the *Create Registrations* screen, enter the number of new students you want to train on TestNav in the *Number of students to register* field. You may add up to 99 students at a time.
- 14) Click the *Create Registrations and Download PDF Report* button to print the student Registration Letters. (Adobe Acrobat Reader is needed to view the Registration Letters. Adobe Acrobat Reader can be downloaded and installed free of charge from <http://www.adobe.com/products/acrobat/readstep2.html>.)
- 15) When prompted, enter your Login ID and Password.
- 16) When the Adobe Acrobat Reader screen appears on your computer, close the screen by clicking on the "X" in the upper right-hand corner. **You do not need to print these registration letters.**
- 17) When you close this screen, your group roster will show generic students with the name "NEW STUDENT" and a computer-generated Unique ID number. You will **not** need to enter any additional information for the students.

### Set Up Training Test Session

- 18) Click the *Create Session* button at the bottom of the screen.
- 19) Select the appropriate Test Administration from the drop-down menu.
- 20) Select the Test to be Administered from the drop-down menu.
- 21) Enter a descriptive Session Name so that you or someone else will recognize this session on the day of training. Begin the Session Name with your school's initials.
- 22) Enter the Scheduled Start Date (you can select the date by clicking on it in the calendar).
- 23) Enter the Scheduled Start Time.
- 24) Enter the Estimated Duration.
- 25) Enter a room number or location in the Location/Room field (optional).

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- 26) Click the *Next* button.
  - 27) On the Add/Remove Students to Session screen, click on the *Add All* button so all of the students will be moved to the Students Assigned box.
  - 28) Click the *Next* button to add the selected students and view the Session Roster screen. All students added should appear in the session roster.
  - 29) Click the *Get Authorizations* button to print the Student Authorization tickets that contain students' generic user names and passwords for the training test. (Adobe Acrobat Reader is needed to view and print Student Authorization tickets. Adobe Acrobat Reader can be downloaded and installed free of charge from <http://www.adobe.com/products/acrobat/readstep2.html>).
  - 30) After printing the test tickets, click the "X" in the upper right-hand corner of the Adobe Acrobat Reader screen.
  - 31) Click the *Start* button on the bottom right side of the screen.
  - 32) Click *OK* on each of the two verification screens that appear.

Your training test session is now ready. The students may launch TestNav and log in to the training test using the test tickets printed in Step 31.

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## **Steps for Administering the Audio Training Test**

The purpose of these directions is to assist your division with training the students who will be taking an Audio Test online. In addition, they will help train the staff on the necessary steps when administering Audio Tests on the live side of the administration system. With the exception of adding generic students into the system using the *Setup Student Registrations* functionality, all of these steps should be followed when preparing to administer Audio Tests on the live side.

### Add Generic Students to Training Center

- 1) Open your Internet browser and type the following URL to access the *eSOL Training Center* (<http://etest.pearson.com/customers/Virginia/VASOLTRNG/index.htm>).
- 2) Click on the *Student Data* link.
- 3) Click on *View or Maintain the Organizational Group Data* on the menu that appears.
- 4) Enter your Login ID and Password when prompted.
- 5) Click on the "+" in front of a school.
- 6) Click on the name of a subject. Notice when the subject is selected, the Add A New Group section appears on the bottom right side of the screen.
- 7) In the *New Group Name* field, enter the teacher name and section reference if necessary (i.e. Smith Section 1). **Note:** Group Name can be a maximum of 25 characters.
- 8) In the *New Group Code* field, enter code associated with the group (i.e. course/section code).
- 9) Click the *Apply* button.
- 10) When the verification screen appears, click *OK*. You will notice your group has been added to the Organizational Hierarchy and is highlighted.
- 11) Click the *Setup Student Registration* button.
- 12) In the *Create Registrations* screen, enter the number of new students you want to train on TestNav in the *Number of students to register* field. You may add up to 99 students at a time.
- 13) Click the *Create Registrations and Download PDF Report* button to print the student Registration Letters. (Adobe Acrobat Reader is needed to view the Registration Letters. Adobe Acrobat Reader can be downloaded and installed free of charge from <http://www.adobe.com/products/acrobat/readstep2.html>.)
- 14) When prompted, enter your Login ID and Password.
- 15) When the Adobe Acrobat Reader screen appears on your computer, close the screen by clicking on the "X" in the upper right corner. **You do not need to print these registration letters.**
- 16) When you close this screen, your group roster will show generic students with the name "NEW STUDENT" and a computer-generated Unique ID number. You will **not** need to enter any additional information for the students.

### Set Up Audio Training Test Session

- 19) Click the *Create Session* button at the bottom of the screen.
- 20) Select the appropriate Test Administration.
- 21) Select the Test to be Administered.
- 22) Enter a descriptive Session Name so that you or someone else will recognize this session on the day of training. Begin the Session Name with your school's initials.
- 23) Enter the Scheduled Start Date (you can select the date by clicking on it in the calendar).
- 24) Enter the Scheduled Start Time.



- 
- 25) Enter the Estimated Duration.
  - 26) Enter a room number or location in the Location/Room field (optional).
  - 27) Click the *Next* button.
  - 28) On the Add/Remove Students to Session screen, click on the *Add All* button so all of the students will be moved to the Students Assigned box.
  - 29) Click the *Next* button to add the selected students and view the Session Roster screen. All students added should appear in the session roster.
  - 30) Select "Audio" from the Form Group Type drop-down menu.
  - 31) Click the *Apply* button.
  - 32) Click the *Get Authorizations* button to print the Student Authorization tickets that contain students' generic user names and passwords for the training test. (Adobe Acrobat Reader is needed to view and print Student Authorization tickets. Adobe Acrobat Reader can be downloaded and installed free of charge from <http://www.adobe.com/products/acrobat/readstep2.html>.)
  - 33) After printing the test tickets, click the "X" in the upper right-hand corner of the Adobe Acrobat Reader screen.
  - 34) Click the *Start* button on the bottom right-hand side of the screen.
  - 35) Click *OK* on each of the two verification screens that appear.

#### Install Proctor Caching on Workstation

- 38) On a workstation designated for Proctor Caching, open your Internet browser and type the following URL to access the *eSOL Assessment Center* (<http://etest.pearson.com/customers/Virginia/vasol/index.htm>).
- 39) Click on the *Test Delivery* link.
- 40) Click on *Proctor Caching Software* link.
- 41) Click on the *Download* button to begin the installation process.
- 42) When prompted to open or save the file, select *Open*.
- 43) Select *Install* when the Proctor Caching information screen is presented.
- 44) Click *Next* after reading the overview and minimum requirements.
- 45) Enter the path to the directory in which you would like the Proctor Caching Server to be installed and click *Next*.
- 46) If the Proctor Caching Server will need to use an upstream proxy server to access the Internet, enter that proxy's hostname and port information. Click *Next*.
- 47) Click *Install* to begin copying files.
- 48) Click *Continue* once the installation has completed.
- 49) Click *Finish* after reading the instructions for using the Proctor Caching Server.
- 50) Start the Proctor Caching software by clicking *Start>Programs>Proctor Caching>Proctor\_Caching*.

#### Determine IP Address for Proctor Caching Workstation

- 51) On Proctor Caching workstation, click *Start>Programs>Accessories>Command Prompt*.
- 52) At the C:\> prompt, type "ipconfig".
- 53) Write down the combination of numbers indicating the IP Address.
- 54) At the C:\> prompt, type "exit".
- 55) Leave the Proctor Caching workstation on with the Proctor Caching software running.

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### Pre-cache the Audio Test

- 56) Return to the workstation used for creating and managing test sessions.
- 57) Open your Internet browser and click *Tools* from the menu bar.
- 58) Choose *Internet Options*.
- 59) Select the *Connection* tab and click the *LAN Settings* button.
- 60) In the area labeled Proxy Server, check the box to enable the use of a proxy server and enter the IP Address written down in step 54.
- 61) Enter "4480" in the Port field.
- 62) Click *OK* to close all dialogue boxes.
- 63) In the Address field of your browser, type the following URL to access the *eSOL Training Center* ([http://etest.pearson.com/customers/Virginia/index\\_sol.htm](http://etest.pearson.com/customers/Virginia/index_sol.htm)).
- 64) Click on the *Session Management* link.
- 65) Click the *View or Maintain an Existing Session* link.
- 66) Select the appropriate Test Administration.
- 67) Select the appropriate School and Group.
- 68) Select the appropriate Test to be Administered.
- 69) Select "Not Started and Started" from the View Sessions With Status drop-down menu.
- 70) Click on the name of a session created for the Audio training test.
- 71) Click the *Proctor Caching* button at the bottom of the screen to begin the pre-cache process.
- 72) Click *Next* after confirming the test information at the top of the screen and reading the directions.
- 73) Place a check mark next to the Audio form and click *Next*.
- 74) After all test items have been retrieved, the status page will present a confirmation message. At this point, the Proctor Caching Server should be ready for the students to begin testing. Click on the *View Roster* button to return to the Session Roster screen.
- 75) Click the *Start* button on the bottom right side of the Session Roster to start the session.

### Purging the Audio Training Test Content

- 76) After the audio training test session is completed, return to the Proctor Caching Workstation.
- 77) Close the Proctor Caching software by clicking the "X" in the upper right-hand corner of the display screen.
- 78) Click *Start>Programs>Proctor Caching>Purge\_Cache*.
- 79) Click *Delete* to confirm that you would like to purge the contents of the cache.

## Electronic Test - Student Authorization Ticket

### Virginia Training Center

Student Name: DUCK, DAFFY  
Session Name: CHS Ellen's Session  
Session Location:  
Test: Training

You are authorized to take the electronic version of Training. When you are ready to access the test site, please type the following:

<http://www7.etest.pearson.com/VASOLTRNG>

You will be asked to provide the following information in order to access the test on the computer.  
Please wait for the instructions from the test monitor before proceeding.

Login ID: 000-39485  
Password: 213526  
Test Code: VAFVSW

#### KEYSTROKES:

CTRL/Control + Left Arrow	<b>Back</b>	(returns to the previous screen)
CTRL/Control + G	<b>Go to</b>	(navigates to review screen)
CTRL/Control + Delete/Del	<b>Reset</b>	(clears response from the current question)
CTRL/Control + R	<b>Review</b>	(marks the question for later review)
CTRL/Control + Right Arrow	<b>Next</b>	(moves to the next screen)
To answer a question	Type the letter of the answer you wish to select	
Page Up	Scroll Up	
Page Down	Scroll Down	

## **Electronic Test -- Proctor Authorization**

### **Virginia Training Center**

**Session Name:** Read-aloud test

**Test:** EOC Training

You are authorized to take the electronic version of EOC Training. You will be asked to provide the following information in order to access the test on the computer.

**Login ID:** proctor

**Password:** Q3KEEA

**Test Code:** 8L6RDB

When you are ready to access the test site, please type the following:

<http://www7.etest.pearson.com/VASOLTRNG>

[Back](#)

[Print](#)

## Testing Program: Virginia Training Center

Date: 3/25/2003

Time: 12:34 P.M.

Hello Jack B. Nimble:

Use this User Name and Password at the Login Screen to access the eMeasurement Services at <http://etest.ncs.com/customers/Virginia/VASOLtrng/index.htm> in a Web Browser. Access to system functionality is based upon your User Name and Password. You will be required to change the assigned password to a user designated password the first time you access the system.

**Login ID: jnimble****Password: 551315**

Please verify the following information:

Institution Name: Candlestick High School

Job Title: Candlestick-maker and Teacher

Name: Jack B. Nimble

Address: 123 Wick Way

City, State Zip: Waxen, VA 23139

eMail address: jnimble@waxen.k12.va.us

Phone number: 804 123 4567

Fax number:

**Important Notice:** Do not give your password to any other individual. If you need to make corrections, please provide changes to VDOE at esol@mail.vak12ed.edu (eMail address) 804 225 2102 (Phone number). For information about eMeasurement Services, refer to the User's Guide.

Print this Form and give to assigned User

Email to:

jnimble@waxen.k12.va.us

Next